



ROLE PROFILE

Role Title: Strategic Planning Manager

Service: Planning and Regulatory Services
Planning Services

Directorate: Planning, Economic Wellbeing and Leisure

Accountable to: Planning Services Manager

Grade: SM1

Car Category: Casual

Work Style: Mobile Office Based Worker

Purpose of role

- To oversee the Council's strategic planning function and Local Plan process as required.
- To ensure the efficient and effective day to day running of the Council's strategic planning, and implementation service.

Key Objectives

1	To lead and manage the Strategic Planning Team.
2	To be responsible for preparing and ensuring approval of the Council's Local Development Scheme (LDS) setting out a realistic timetable for the production of planning policy documents.
3	To lead on the gathering of the evidence base for the Local Plan including working with other local authority officers and writing briefs for, and managing, consultants where necessary.



4	To prepare supplementary planning documents and other planning policy documents as necessary.
5	To be responsible for project managing all the work required for the preparation of the Local Plan and other planning policy and implementation documents in accordance with the LDS, ensuring that the timetable is achieved.
6	To take the lead in initiating and managing selected capital programme works and other area improvement schemes.
7	To contribute, and where necessary take the lead in, the development of strategies and other initiatives in relation to the environment, leisure, tourism, transport, infrastructure planning, housing, regeneration and economic development.
8	To take a lead role in responding to new government guidance.
9	To take a lead role in the work of the section on community engagement and public consultation including managing the appropriate computer software.
10	To attend evening meetings with local interest groups and to attend consultation events out of normal office hours when necessary.
11	To appear as an expert witness, when required, on behalf of the Council at Planning Inquiries and Examinations.

Scope

This post will work primarily with the Strategic Planning team in respect of strategic planning and policy matters. They will have contact with Elected Members, businesses, consultants and the public in the exercising of the role.

The post holder will work in partnership with external organisations in their area(s), to deliver a coordinated, integrated place-based approach to services. In doing so, they will work collaboratively across the organisation and beyond and with all levels of staff.





Work Profile

1. Strategy

The post holder will support the preparation of the Local Development Scheme and Local Plan and contribute to the development of other strategic planning and regeneration related strategies and policies (including conservation matters).

The post holder will plan for future requirements of legislation, regulations, codes etc. relevant to the service area, supporting the development of relevant strategies to ensure compliance and that the Council's best interests are met.

2. Performance

The post holder will ensure the role and responsibilities of the service are carried out and developed satisfactorily. This includes ensuring that the Council policies and decisions are implemented correctly, having due regard to the financial regulations, procurement procedures and standing orders of the Council, and ensuring that statutory requirements are met.

They will ensure the most efficient methods of design are employed, including the use of IT to support the effectiveness of strategic planning services.

They will regularly monitor the relevant services' work programmes, performance indicators and take necessary action to ensure the Service meets agreed outcomes. They will ensure the effective development and use of service business plans, performance appraisal and team briefings.

3. Service Quality

The post holder will make recommendations for policy and procedural changes etc. and ensure that decisions are implemented correctly, that all necessary approvals are obtained, and that projects are carried out satisfactorily having regard to the need to engage, involve, VFM, standing orders.

They will comply with the operating procedural requirements, maintaining, reviewing, developing and improving the service procedures, and monitoring performance output against indicators.





They will promote and maintain professional standard in the work of staff within the Service.

They will be aware of and keep up to date with all relevant developments in relation to the work of the Service.

4. Resource Management

They will have line management and budget management responsibility.

The post holder will ensure the appropriate use of vehicles, equipment and personal protective equipment provided to the individuals within their remit and in order to undertake their own role.

5. Supervision and Management

The post holder has direct and indirect line management responsibility.

6. Culture

The post holder will support the development of a positive organisational culture in line with the Council competency framework, that is outward looking, performance and customer focused, applying effectively leadership skills to individual situations and colleagues.



7. Communications

The post holder will closely liaise with other services and partners as appropriate, to ensure that the Council is able to respond effectively and efficiently to customers.

They will promote the service through demonstrable commitment to a high quality, excellent standards.

They will provide progress reports at agreed intervals, to the Head of Service, and Corporate Director as appropriate, detailing progress, risks to success and next steps.

8. Main Contacts Associated with Principal Duties

The post holder will be in regular contact with partner agencies, local businesses, members of the public, Heads of Service, Service Managers and members of their team in order to develop, agree improvements and discharge the function of the strategic planning, regeneration and implementation service.

They will be in contact with Corporate Directors, the Chief Operating Officer, Elected Members, Trade Unions and Human Resources.

9. Commitment

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.

The post holder may attend meetings internal and external to the Council with key stakeholders, which may involve working outside of normal working hours.

They will undertake any other duties consistent with the basic objectives of the post and of the Service.

10. Risk Management

The post holder will be responsible for clearly identifying risks relating to standards within Strategic Planning, Regeneration and Implementation and where possible or reasonable, to provide recommendations for mitigating





action. They may be asked to lead on implementing the actions required to manage the risk effectively.

11. Working conditions

The post holder may be in contact with members of the public or cases that are difficult and require sensitivity, confidentiality and discretion. They may also be in receipt of sensitive data and information in the course of carrying out their duties and will be expected to fully comply with legal requirements and Council policy, in the handling of this.

12. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

13. Customer Focus

To meet the Council's Standards of Customer Care at all times.

14. Core Tasks

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

15. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

16. Legislation

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

17. Training & Development:

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.





18. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

19. Creativity

To draft and design services and delivery plans that bring innovation to the management of strategic planning, regeneration and implementation services and improves the customer experience.

20. Decisions and Consequences

The post holder will generate ideas and suggestions for consideration by the Planning Services Manager.

To discharge any delegation made by the Council to the post holder effectively and efficiently, ensuring that outcomes and benefits are achieved and captured.

They will support organisational change in relation to strategic planning, regeneration and implementation and will need to exercise diplomacy, sensitivity and discretion to avoid reputational damage to the Council, or breaches of confidential data.

21. Work Context

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

22. Physical Demands

It is not anticipated that there would be any physical demands of the job over and above those expected for off site visits and office-based work.





POLITICALLY RESTRICTED

Under the Local Government and Housing Act 1989, this is a politically restricted post.



PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	RTPI recognised degree (or equivalent qualification) in Town and Country Planning	X		A
	RTPI Member	X		A
	Substantial experience in planning, or planning related, work in the public or private sector	X		A, I
	Experience in the preparation of Planning Policy documents, including dealing with members, stakeholders and the general public	X		A, I
	Thorough knowledge of Government Planning Guidance and Legislation	X		A, I
	Knowledge of Development Plan preparation process	X		A, I
	Knowledge of sustainability issues	X		A, I
	Knowledge of national and strategic planning issues	X		A, I
	Knowledge of the information and data systems and	X		A, I





	applications used in a planning context.		X	A, I
Planning and organising work	Ability to work to tight deadlines on a wide variety of tasks	X		A, I, T
	Methodical and well organised, with a commitment to providing a quality service and attention to detail	X		A, I
	Highly developed ability to identify, prioritise and manage tasks	X		A, I, T
Planning capacity and resources	Delivery of results under pressure	X		A, I, T
	Planning for long-term projects & deliverables	X		A, I
	Experience of supervision of team members including assessing workloads and work distribution	X		A, I
Influencing and interpersonal skills	Able to successfully demonstrate strong interpersonal and supervisory skills	X		A, I
	Able to engage with colleagues and elected members effectively to ensure that issues are prioritised and resolved and queries answered with high customer satisfaction rates	X		A, I
	Able to engage with a range of internal and external stakeholders in the production of reports, information and communications.	X		A, I
	Capable of dealing with the public and representatives of private sector organisations with	X		A, I



	tact, and with firmness when required			
PROBLEM-SOLVING Using initiative to overcome problems	Ability to work across the service's operations, to identify a range of appropriate solutions to issues and problems.	X		A, I
	Ability identify and implement solutions to issues and be a champion of change.	X		A, I
Managing risk	Ability to consider and assess risks associated with improving services and raising customer standards.	X		A, I
	Ability to identify mitigating measures that may be implemented to minimise risk	X		A, I
Managing change	Ability and willingness to continuously improve through implementation of changes on a regular basis.	X		A, I
	Ability to promote change in a positive manner to others	X		A, I
ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Ability to work independently and take ownership of key responsibilities of the post	X		A, I
Other	Commitment to Equality	X		A,I
	Commitment to Health & Safety	X		A,I
	The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and	X		I



	colleagues and provide advice in accurate spoken English			
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COMPETENCIES REQUIRED – All post holders must be able to comply with the Council's Expected Behavioural Standards which include:

- Putting customers first;
- Being positive and adaptable;
- Taking responsibility and achieving results;
- Working together;
- We do what we say we will do when we say we will do it.

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- Service delivery and change management;
- Financial and resource management;
- Leading, motivating and developing.

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date

